

PAYROLL

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3.1.3 Payroll

NPPS shall provide the capabilities to enter and process employee T&A data to compute leave and pay and to process payroll actions that are required to establish and modify the following.

- Biweekly Deductions
- Adjustments to Pay, Leave, and Accumulations
- Employee Payroll Administration Data
- Payroll Processing Controls

3.1.3.1 Payroll Actions

NPPS shall provide the capability to maintain employee data necessary for the computation of pay, the maintenance of historical payroll processing results, and the production of payroll products.

INPUTS

The inputs for payroll actions are listed in Appendix F, Pay Inputs.

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DEDUCTIONS

DEDUCTIONS

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PROCESSES

3.1.3.1.1 Deductions

The following paragraphs specify the requirements for Deductions.

NPPS shall provide the capability for employee payroll deductions. This requirement necessitates the capability to maintain (establish, modify, and delete) data values for the following payroll deductions.

- Savings Bonds
- Military Service Deposit
- Combined Federal Campaign
- Union Dues
- NEBA Life Insurance
- Savings Allotments
- TSP Loan Payments
- Bankruptcy Payments
- Child Support Payments
- Commercial Garnishments
- Indebtedness to Federal Government Payment
- Federal and State Tax Withholding
- City and County Tax Withholding
- TSP Contributions
- Miscellaneous
- Advance Pay

The following specifications shall apply to the maintenance of these payroll deduction data values.

3.1.3.1.1-100 Savings Bonds

The capability shall be provided for employee biweekly deductions for enrollments in the US Savings Bond program for a maximum of ten bond enrollments (fixed and/or rotating).

3.1.3.1.1-101

The capability shall be provided to enter and maintain bond data as specified in table TBOND in Appendix J for use in bond transaction editing and reporting.

3.1.3.1.1-102

The capability shall be provided to establish, modify, and cancel bond enrollments. Bond transaction inputs shall be edited as specified in Appendix ~~F~~ and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-103

The capability shall be provided to accept changes to the bond refund only when the bond has been cancelled.

3.1.3.1.1-104

The capability shall be provided to set the bond refund equal to the bond balance and set the bond balance to zero when the bond is cancelled.

3.1.3.1.1-105

The capability shall be provided to reinstate a cancelled bond in the same pay period that it was cancelled.

3.1.3.1.1-106

The capability shall be provided to identify the bonds that have been purchased in the current pay period.

3.1.3.1.1-107

The capability shall be provided for the establishment of a co-owner/beneficiary when the co-owner/beneficiary code, name, and unique number (SSN or number unique to the co-owner/beneficiary for that owner) are entered.

3.1.3.1.1-108

The capability shall be provided to issue a warning message if the Bond: Interest Accrual Date is changed to a month and year that are not within 1 year (plus or minus) of the current month and year.

3.1.3.1.1-200 Military Service Deposit

The capability shall be provided for employee's biweekly deductions to make a military service deposit to their retirement account and/or to record a cash payment that has been applied to the required deposit.

3.1.3.1.1-201

The capability shall be provided to enter and maintain military service deposit interest data as specified in table TMILINT in Appendix J for use in military service deposit transaction editing, interest accrual computations, and reporting.

3.1.3.1.1-202

The capability shall be provided to establish, modify, and cancel military service deposit deductions. Military service deposit transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-203

The capability shall be provided to compute current year interest accrual when interest accrual date changes if the year of the new interest accrual date plus three years is less than the current year and the month/day of the new interest accrual date falls between the current pay period beginning and ending dates.

3.1.3.1.1-204

The capability shall be provided to increment year-to-date and cumulative interest accrued and balance due when the interest accrual date is changed and the interest becomes due as determined in Paragraph 3.1.3.1.1-203.

3.1.3.1.1-300 Combined Federal Campaign

The capability shall be provided for employee biweekly deductions for Combined Federal Campaign (CFC) contributions.

3.1.3.1.1-301

The capability shall be provided to enter and maintain CFC data as specified in table TCFC in Appendix J for use in CFC transaction editing and reporting.

3.1.3.1.1-302

The capability shall be provided to establish, modify, and cancel CFC deductions. CFC transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-303

The capability shall be provided to accept the establishment or modification of the CFC biweekly deduction only when the CFC organization code and requested deduction amount are entered.

3.1.3.1.1-400 Union Dues

The capability shall be provided for employee biweekly deductions for union dues for one union.

3.1.3.1.1-401

The capability shall be provided to enter and maintain union dues data as specified in table TUNION in Appendix J for use in union dues transaction editing, deduction computations, and reporting.

3.1.3.1.1-402

The capability shall be provided to establish, modify, and cancel union dues deductions. Union dues transaction inputs shall be edited as specified in Appendix J, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-403

The capability shall be provided to generate an informative message when the Union Code changes and the Union Cancellation Date (refer to table TUNION in Appendix J) for that union is not within the current pay period.

3.1.3.1.1-404

The capability shall be provided to establish a biweekly deduction amount that will be used in lieu of the union dues rate specified in table TUNION in Appendix J.

3.1.3.1.1-405

The capability shall be provided to accept the establishment of the union dues deduction only if the employee is not in a supervisory status (Supervisory Code of 2).

3.1.3.1.1-406

The capability shall be provided to establish, modify, and cancel the Senior Executive Association dues for which the employee must be in Pay Plan ES, EX, SL, ST, AD, CA, GS, or GM. When the Pay Plan is GS or GM, the Grade: Current must be greater than 13.

3.1.3.1.1-500 NEBA Life Insurance

The capability shall be provided for biweekly deductions for employees enrolled in the NASA Employee Benefits Association (NEBA) life insurance program.

3.1.3.1.1-501

The capability shall be provided to enter and maintain NEBA data as specified in table TNEBA in Appendix J for use in NEBA transaction editing, deduction computations, and reporting.

3.1.3.1.1-502

The capability shall be provided to establish, modify, and cancel NEBA deductions. NEBA transaction inputs shall be edited as specified in Appendix F and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-503

The capability shall be provided to recompute NEBA: Basic Coverage, NEBA: Earnings Class and NEBA: Face Percent when NEBA: Basic Enrollment Code changes.

3.1.3.1.1-504

The capability shall be provided to recompute NEBA: Optional Amount when NEBA: Optional Units changes.

3.1.3.1.1-505

The capability shall be provided for biweekly deductions for employees enrolled in the NEBA Travel Accident Insurance.

3.1.3.1.1-506

The capability shall be provided to establish, modify, and cancel NEBA Travel Accident Insurance deductions. Transaction inputs shall be edited as specified in Appendix F, and transactions that fail the criteria shall be rejected.

3.1.3.1.1-600 Savings Allotments

The capability shall be provided for employee biweekly deductions for up to two savings allotments.

3.1.3.1.1-601

The capability shall be provided to enter and maintain center-unique financial institution table data as specified in table TFIN in Appendix J for use in savings allotment transaction editing and reporting.

3.1.3.1.1-602

The capability shall be provided to establish, modify, and cancel savings allotment deductions. Savings allotment transaction inputs shall be edited as specified in AppendixF, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-603

The capability shall be provided to accept the establishment or modification of the allotment deduction for two allotments only when the savings allotment routing number and account number combination for the two allotments are not the same.

3.1.3.1.1-604

The capability shall be provided to accept the establishment or modification of the allotment deduction only when the deduction amount, routing number, account number, and account type are all present.

3.1.3.1.1-605

The capability shall be provided to accept the establishment or modification of the allotment deduction only when the account number does not contain characters other than 0-9, A-Z, and hyphen.

3.1.3.1.1-700 TSP Loan Payments

The capability shall be provided for employee biweekly deductions for up to two separate payments for TSP loan repayment.

3.1.3.1.1-701

The capability shall be provided to establish, modify, and cancel TSP loan deductions. TSP loan transaction inputs shall be edited as specified in Appendixx and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-702

The capability shall be provided to accept the establishment or modification of the TSP loan deduction only when the routing number, account number, loan amount, and allotment face amount are all present.

3.1.3.1.1-703

The capability shall be provided to accept the establishment or modification of the TSP loan deduction for two payments only when TSP loan account numbers are not the same.

3.1.3.1.1-704

The capability shall be provided to accept the establishment or modification of the TSP loan deduction only when the account number does not contain characters other than 0-9, A-Z, and hyphen.

3.1.3.1.1-800 Bankruptcy Payments

The capability shall be provided for employee biweekly deductions for a court-ordered bankruptcy payment.

3.1.3.1.1-801

The capability shall be provided to establish, modify, and cancel bankruptcy payment deductions. Bankruptcy transaction inputs shall be edited as specified in Appendix E, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-900 Child Support Payments

The capability shall be provided for employee biweekly deductions for up to three child support payments.

3.1.3.1.1-901

The capability shall be provided to establish, modify, and cancel child support payment deductions. Child support payment transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1000 Commercial Garnishments

The capability shall be provided for employee biweekly deductions for up to nine court ordered garnishments to commercial debtors.

3.1.3.1.1-1001

The capability shall be provided to establish, modify, and cancel commercial garnishment payment deductions. Commercial garnishment transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1100 Indebtedness to the Government Payments

The capability shall be provided for employee biweekly deductions for up to five indebtedness payments to the US government.

3.1.3.1.1-1101

The capability shall be provided to establish, modify, and cancel indebtedness to the government payments deductions. Indebtedness to the government payments transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1200 Federal and State Tax Withholdings

The capability shall be provided for employee biweekly deductions for federal and state taxes.

3.1.3.1.1-1201

The capability shall be provided to enter and maintain federal and state tax data as specified in table TTAX in Appendix J for use in federal and state tax transaction editing and reporting.

3.1.3.1.1-1202

The capability shall be provided to establish and modify federal tax withholdings deductions. The capability shall be provided to establish, modify, and cancel state tax withholdings deductions. Federal and state tax withholdings transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1203

The capability shall be provided to accept the establishment or modification of the state tax deduction if the state tax code is OH or VA only if marital status is blank.

3.1.3.1.1-1204

The capability shall be provided to accept the establishment or modification of the state tax deduction only when state alternate amount and percentage are not both greater than zero.

3.1.3.1.1-1205

The capability shall be provided to create former state tax information to support the production of year-end W2s when a current state tax withholding is changed to a new state tax withholding or when a current state tax withholding is cancelled. A maximum of three former state tax information sets shall be provided. Former state tax information shall be in accordance with the inputs specified for withholding and earnings associated with regular earnings in Appendix F for former state tax actions.

3.1.3.1.1-1300 City and County Tax Withholdings

The capability shall be provided for employee biweekly deductions for city and county tax withholdings.

3.1.3.1.1-1301

The capability shall be provided to enter and maintain city and county tax data as specified in table TTAX in Appendix J for use in city and county tax transaction editing and reporting.

3.1.3.1.1-1302

The capability shall be provided to establish, modify, and cancel city and county tax withholdings deductions. City and county tax withholdings transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1303

The capability shall be provided to set the county tax marital status equal to the federal tax marital status if the county tax marital status is left blank.

3.1.3.1.1-1304

The capability shall be provided to set the city tax marital status equal to the federal tax marital status if the city tax marital status is left blank.

3.1.3.1.1-1305

The capability shall be provided to accept the establishment of city and county tax data only when both city tax alternate amount and percentage or both county tax alternate amount and percentage are not greater than zero.

3.1.3.1.1-1306

The capability shall be provided to create former city and county tax information to support the production of year-end W2s when a current city or county tax withholding is changed to a new city or county tax withholding or when a current city or county tax withholding is cancelled. A maximum of three former city and three former county tax information sets shall be provided. Former city and county tax information shall be in accordance with the inputs specified for withholding and earnings associated with regular earnings in Appendix F for former city and county tax actions.

3.1.3.1.1-1400 TSP Payments

The capability shall be provided for biweekly employee deductions for Thrift Savings Plan (TSP) and for biweekly government matching contributions and for the distribution of these contributions among the three TSP investment funds.

3.1.3.1.1-1401

The capability shall be provided to enter and maintain TSP data as specified in table TRETIR in Appendix J for use in TSP transaction editing, deduction computation, and reporting.

3.1.3.1.1-1402

The capability shall be provided to establish, modify, and cancel TSP deductions. TSP transaction inputs shall be edited as specified in Appendix ~~F~~ and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1403

The capability shall be provided to accept the establishment of a TSP deduction only when the employee's TSP status is Y, indicating election to participate.

3.1.3.1.1-1404

The capability shall be provided to accept the establishment or modification of a TSP deduction only when a TSP deduction percentage or a TSP deduction amount are entered, but not both.

3.1.3.1.1-1405

The capability shall be provided to accept the establishment or modification of a TSP deduction only when the employee fund distribution rates equal 100 percent.

3.1.3.1.1-1406

The capability shall be provided to accept the establishment or modification of a TSP deduction only when the employee fund distribution rates are in increments of five percent.

3.1.3.1.1-1407

The capability shall be provided to initialize the TSP Distribution Rates (G, F, and C Funds) to null during the pay period initialization process for all non-participating CSRS employees (TSP: Employee Status Code not equal Y).

3.1.3.1.1-1500 Miscellaneous Deduction

The capability shall be provided to establish, modify, and delete a miscellaneous deduction amount.

3.1.3.1.1-1600 Advance Pay Deduction

The capability shall be provided to establish, modify, and delete a deduction for the collection of advance pay.